

**Village Of Cottage Gove  
Library Board  
Thursday July 20, 2023  
6:00 P.M.**

This hybrid meeting occurred via zoom and at Village Hall, 221 E Cottage Grove Rd.

1. **Call To Order:** The meeting was called to order at 6:03 P.M. by Kelm-Nelson.
2. **Determination Of Quorum and That the Agenda Was Properly Posted:** Quorum was present, and the agenda was properly posted. Board members present: Cindi Kelm-Nelson; Dave Peterson (online), Village Board liaison; Allison Anger; Meaghan Swanson; Stefan Wahe (arrived at 6:06; Erik Braun (arrived at 6:55). Stephanie Rossing (MGSD Representative); was absent and excused. Also present: Tracy Phillippi, Library Programming and Outreach Specialist and JJ Larson, Deputy Administrator/Director of Administrative Services.
3. **Public Appearances-Public opportunity to speak:** None.
4. **Discuss And Consider Minutes from The June 20, 2023 Meetings:** **Motion** by Swanson to approve the minutes as written, seconded by Anger. Motion carried unanimously on a voice vote, 4-0-0.
5. **Unfinished Business.**
  - a. **Discuss library budget.** Kelm-Nelson outlined a suggested capital and operating draft for the FY 2024 budget. Full budget draft to be presented at the August Library Board meeting for approval prior to budget review. No action taken.
6. **New Business:**
  - a. **Discuss and consider staff support needs.** Kelm-Nelson presented a memo requesting additional staff support through the remainder of 2023. Wahe made the distinction that this was administrative staff and not Library Outreach Specialist hours and that there was significant upfront hours in creating the position, determining logistics, and with FGM work. Kelm-Nelson and Phillippi have made suggestions on how to streamline workflow. **Motion** by Swanson to approve request with additional revisions as discussed, seconded by Wahe, Motion carried unanimously on a voice vote, 5-0-0.
  - b. **Discuss and consider goals moving forward.** Kelm-Nelson presented a memo outlining change of scope/new key goals for the Library Board moving forward. Swanson indicated that continued future planning and reevaluation of the Village's financial landscape was a key component to this memo. **Motion** by Peterson to approve as written, seconded by Anger, Motion carried unanimously on a voice vote, 5-0-0.
7. **Programming Report:** Phillippi delivered this report and the attached documents. Outreach document presented for the last 30 days of meetings. Over 1500 attendees at 27 events to date (mid July). New Movin' Out collaboration to bring library services to those residents including Storytimes. Highlights: Very busy July, over 80 people at Critter Storytime, 91 children attended Wonders of Physics event. Fall programming schedule discussed, events are mostly finalized, new promotional piece to be printed and ready by the end of July. No action taken.
8. **Communication And Miscellaneous Business:**
  - a. **Consider approval of vouchers:** Kelm-Nelson discussed the addition of three invoices to the bills to list (Phillippi, Ferrier, Chicago Distribution Center). **Motion** by Wahe to approve the vouchers with additions, and Swanson seconded the motion. Motion carried unanimously on a voice vote, 5-0-0.
9. **Committee Reports**

- a. **Facilities Subcommittee:** Met to debrief after final FGM meeting. Will meet as necessary in the future. No action taken.

**10. Library Board President's Report:** Kelm-Nelson presented her report. Final AARP report linked in agenda. No action taken.

**11. Friends Report:** Swanson presented this report. Next Membership Meeting, Thursday, August 10th, 2023 - 6:30pm, VIRTUAL. Friends Annual Social is October 4 at 6pm (note date change). No action taken.

**12. Announcements:** The next meeting is Wednesday August 16th, at Village Hall. This will be hybrid meeting.

**13. Future Agenda Items:** 2024 budget request; programming and DEI community work group

**14. Adjournment: Motion** by Swanson to adjourn at 6:59 P.M., and Wahe seconded. Motion carried unanimously on a voice vote, 6-0-0.